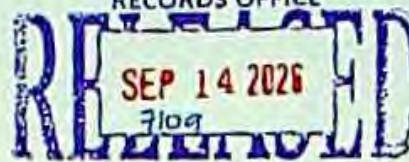




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

September 8, 2026

DIVISION MEMORANDUM

No. 507, s. 2026

**CLARIFICATION ON THE AVAILMENT OF WELLNESS
LEAVE BY TEACHERS DURING CLASS DAYS**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads/Institutional Heads

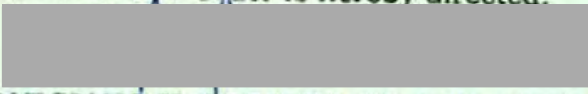
1. The Department of Education (DepEd), through DepEd Order (DO) No. 002, s. 2026, entitled Guidelines on the Grant of Wellness Leave for the Department of Education Personnel, recognizes the importance of promoting the holistic well-being of its personnel. Pursuant to Civil Service Commission Memorandum Circular (CSC MC) No. 01, s. 2026, entitled Wellness Leave Policy, government officials and employees are granted Wellness Leave (WL) of up to five days for purposes including, but not limited to, mental health care, physical wellness activities, or a general break from work.
2. Wellness Leave of Teachers During Class days. Teachers may avail themselves of WL during class days, subject to the applicable provisions of DO 002, s 2026, CSC MC 01, s. 2026, and other existing laws, rules, and regulations on the grant of Leave.
3. The scheduling of classes on the particular day shall not, by itself, prevent a teacher from availing of approved WL. To ensure continuity of teaching and learning, the School Head shall designate qualified teachers as relievers for classes affected by the approved WL, taking into consideration their qualifications, existing teaching loads, availability, and welfare.
4. Teachers assigned to undertake additional teaching or relieving duties shall be eligible for overload pay, subject to applicable guidelines and conditions under DO 005, s. 2024, entitled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload, and other existing laws, rules, regulations, and budgetary, accounting, and auditing requirements.



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

5. The designation of relievers shall not be used as a basis for denying, or unduly restricting the approved availment of WL in accordance with existing policies
6. Immediate and strict compliance with this Order is hereby directed.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent